

~~SECRET~~  
EYES ONLY

ORD-0733-72

MEMORANDUM FOR: Director of Research and Development

THROUGH : Special Panel/ORD

SUBJECT : Recommendation for Promotion -

25X1A9a [REDACTED]  
GS-6 to GS-7

25X1A9a

1. [REDACTED] has been the senior secretary in the Optics Division since April 1969 and has been at her present grade since September 1969. During this period she has improved steadily and now has reached the point of being a highly efficient and mature secretary.

25X1A9a

2. [REDACTED] supervises one GS-5 secretary. In this regard she has provided extensive assistance in enhancing this individual's development. Also her amiable personality and her personal habits is reflected in how well she gets along with her subordinate, the men in the division, and other personnel contacts required in her work. I have monitored her work quite closely since my return in June 1971 since I was aware of certain criticisms being made about the accuracy of her work. After having a few early discussions with her, which related primarily to defining her specific duties, her relationship with the men, and the accuracy criticism, I noticed a continuous marked improvement in her overall performance. She now has cultivated the confidence to run the office in a highly competent and laudable fashion.

3. She performs her duties with a minimum of direction and readily assumes the responsibility of organizing or formatting the variety types of documentation prepared in the division. Good examples of this are the filing re-organization associated with the revamping of all Optics viewgraphs and the preparation of the Optics past project chronology requested by the Director of Research and Development. Further indications of her diligence and dedication are that she normally arrives at work well before starting time and quite often stays late without compensation to perform ad hoc priority tasks without being asked. It should also be pointed out that she continually strives for improvement; for example, although her shorthand is satisfactory she is upgrading her efficiency by taking an outside course on her own time.

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EYES ONLY

Excluded from automatic  
downgrading and  
declassification

*Approved*

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EYES ONLY

25X1A9a

Recommendation for Promotion -

GS-6 to GS-7

25X1A9a

It is therefore recommended that  
GS-7 at the earliest possible date.

be promoted to

25X1A9a

Chief, Optics Division  
Office of Research and Development

RECOMMENDED APPROVAL:

25X1A9a

Chairman, Special Panel, ORD

9 FEB 1972

Date

APPROVED:

25X1A9a

Director of Research and Development

9 FEB 1972

Date

**BEST COPY**

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